

# Request for Proposals (RFP)

Program Evaluation for Student Parent Support Initiative (SPSI)

Issued by: Minnesota Community Health Worker Alliance (MNCHWA)

Date: 12/11/25

Address:

2550 University Ave W, Suite 200N

Saint Paul, Minnesota 55114

## 1. Introduction & Background

The Minnesota Community Health Worker Alliance (MNCHWA) is a statewide nonprofit advancing health equity by promoting and supporting the Community Health Worker (CHW) workforce. MNCHWA is implementing the Student Parent Support Initiative (SPSI) in partnership with the Minnesota Office of Higher Education (OHE) to support pregnant and parenting students enrolled in the Community Health Worker Certificate Program at Minnesota West Community and Technical College. This RFP invites qualified evaluators to submit proposals for designing and implementing a comprehensive evaluation of SPSI.

The SPSI aims to:

- Increase completion rates for student parents.
- Provide tailored support services addressing social, financial, and health needs.
- Improve cultural responsiveness of the CHW curriculum.
- Enhance student success and wellbeing through a two-generation approach.

## 2. Project Objectives

- Develop and implement evaluation systems to measure program effectiveness.
- Assess outcomes related to student success, health and wellness indicators, and curriculum responsiveness.
- Provide actionable insights for program outcomes, improvement areas, and reporting compliance to OHE.

Key deliverables include:

- Intake and discharge survey instruments assessing student social, financial, and health risks.
- Data collection and analysis on program design, activities and outcomes.

- Evaluation of CHW curriculum for cultural responsiveness.
- Comprehensive evaluation report with findings and recommendations.

### 3. Scope of Work

- Collaborate with MNCHWA staff and Minnesota West to design evaluation and survey instruments.
- Collect and analyze quantitative and qualitative data (e.g., retention rates, health indicators, referral outcomes).
- Document methodologies and maintain transparency in evaluation processes.
- Communicate findings to MNCHWA for the purpose of reporting to OHE and improving program quality and suggesting changes to CHW Certificate curriculum.
- Provide actionable recommendations for integrating student and stakeholder feedback into evaluation-driven program and curriculum improvement.

### 4. Budget & Timeline

Budget: \$20,000

Position Type: Contract, fully remote

Timeline: January 1, 2026 - July 31, 2026

### 5. Proposal Requirements

- Company and project team overview, roles, and qualifications.
- Relevant experience in program and learner evaluation, especially in education and public health.
- Technical approach to meeting objectives.
- Proposed work plan with milestones and deliverables.
- Detailed budget aligned with scope.
- Examples of previous evaluation work.
- Relevant professional references.

### 6. Evaluation Criteria

MNCHWA Procurement Policy Vendor Selection Criteria:

1. Price
2. Quality of goods/services the nature of which must be justifiable and verifiable.
3. Availability of goods/services within the required delivery time.

4. After-sales services, including availability of parts/supplies.
5. Bidder's previous records of performance and service.
6. Ability of bidder to render satisfactory service in this instance.
7. Financial stability of the vendor.
8. Availability of bidder's representatives to be called upon and consulted with.
9. Payment terms.
10. Warranty offered.
11. Ability to provide samples.

Project Specific Criteria:

- Understanding of SPSI goals and objectives.
- Quality and feasibility of proposed approach.

## 7. Submission Instructions

Deadline: 12/29/25 at 10am Central

Format: PDF, not to exceed 10 pages (appendices allowed for references)

Submit To: Rachel@mnchwalliance.org

## 8. Legal Terms & Conditions

- MNCHWA reserves the right to reject any or all proposals, negotiate terms, and cancel the RFP without obligation.
- All proposals and related communications will be treated confidentially.
- Issuance of this RFP does not obligate MNCHWA to award a contract.
- Proposals must remain valid for 90 days from the submission deadline.
- Vendors must comply with applicable laws, data privacy standards, and nondiscrimination policies.
- MNCHWA retains ownership of all deliverables produced under this contract.
- MNCHWA is not liable for costs incurred in proposal preparation.

## 9. Contact Information

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